Standard Form 50 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, Firs	t, Middle)		(2. Socia	l Security N	umber	3. Date of B	irth	4. Effecti	ve Date	
JUTRO, PETER	R.				(b) (6) (b) (6) 08/04/2014							
FIRST ACTI	ON				SECO	ND ACT	ION					
5-A. Code 932	5-B. Nature of Action TERMINATION O	F DETAIL			6-A. Cod			Nature of Actio	n			
5-C. Code	5-D. Legal Authority				6-C. Cod	6-C. Code 6-D. Legal Authority						
5-E. Code	5-F. Legal Authority		7.		6-E. Code 6-F. Legal Authority							
701 A <u>-</u> 1946 NO 1969 NO 4	Title and Number FOR HOMELAND S	SECURITY	0 4 196		15. TO: P SENIC NG000		RCH S	nber CIENTIST H	IOMELANI) SE		
8. Pay Plan 9. Occ. Co		tep or Rate 12	. Total Salary	13. Pay Basis	16. Pay Pla			8. Grade or Level	19.Step or Rat	e 20. Total S	alary/Award	21. Pay Basis
ST 0340	00			PA	ST	1301		00	00	167563		PA
2A. Basic Pay	12B. Locality Adj.	12C. Adj. Bas	ic Pay	12D. Other Pay	20A. Basic 1 167563		- 1	0B. Locality Adj.	20C. Adj.		20D. Other	
OFFICE OF THI OFFICE OF HO WASHINGTON,					ASST AI NATL H	MR FOR	RESEA D SEC	tion's Organiz ARCH & DE URITY RESI	VELOPMEN			
EMPLOYEE												
23. Veterans Prefero	Bnce 3 - 10-Point/Disability 4 - 10-Point/Compensable		-Point/Other -Point/Compensab	le/30%		e 0 – None 1 – Permanent	2 - Cond 3 - Indef	litional	ency Use	26. Vetera (b) (6)	ns Preferenc	re for RIF
27. FEGLI b) (6)					-	ant Indicato	r			29. Pay Ra	te Determin	ant
30. Retirement Plan			31. Service O	Comp. Date (Leave)		scneaure FULL-TIM	1E			•	ime Hours I	
POSITION D	ATA										Pay Period	
34. Position Occupi 1 - Competitive 2 - Excepted Ser	Service 3 - SES General			Exempt	36. Appro	priation Cod	e				ning Unit St	atus
38. Duty Station Co 39-1610-061		d	39. Duty Sta	Nonexempt tion (City – County ATI,HAMILTON		verseas Loc	ation)	(5)		8888		
40. Agency Data	(b) (6)	42.		43.		44.						
FUNC CLS 11	(b) (6)	EDU	C LVL 21	SUPV ST	TAT 8	POSI	TION S	SENSITIVIT	Y NONSEN	SITIVE/L	OW RI	
employee st	UBJECT TO POST	-EMPLOY	MENT RES	STRICTIONS	UNDER 1	8 U.S.C	20	7 (C)				
6. Employing Depar EP - ENVIRON	rtment or Agency MENTAL PROTECT!	10			THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.			and Title of Ap	•	ial		against poste se
17. Agency Code	48. Personnel Office ID		49. Approva	l Date		A. HIGGI			MED BY:			
EP00	3216		08/05/2014		1			HAM E RESOURC	ES DIV OH	IR.		
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SF 52 (E*Forms 4.4) Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

# REQUEST FOR PERSONNEL ACTION



	sting Office (Also c	omplete Part B, I	tems 1, 7-22, 32	, 33, 36 and	139.)					
Actions Requested	Termination	of Detail				1			uest Num OHS-201	
3. For Additional Inform Martine Carrillo - (2)	nation Call <i>(Name and 7</i> 02) 564-0398	elephone Number)			Local Trac	cking No:	1	4. Prop	osed Effe	ective Date
5. Action Requested 8	(Typed Name, Title, Sign	ature, and Request	Date)	6. Action A	uthorized E	(Typed Nam	e, Title, Signa	ture, and Co	bncurrence	Date)
John E. Reeder Dep	the Chief of Staff		Sul	Gwendol	vn Keves	Flening / Ch	ief of Staff			
	paration of SF 50	(Use only codes	in FPM Suppler							
1. Name Jutro, Peter				2 Social S	ecurity Nun	oher 3. Date	of Birth.	4. Effe	ctive Date	4.14
FIRST ACTION					WASTINI				8-0	7,17
	re of Action	1		SECONE 6-A. Code		re of Action				
932 Terr	nivation of.	Detail				4				
5-C. Code 5-D. Lega	Authority 3341	. Details	5	6-C. Code	6-D. Lega	I Authority				
5-E. Code 5-F. Legal	Authority			6-E. Code	6-F. Lega	I Authority				TITLE OF
7. FROM: Position Titl	e and Number			15. TO: Po	sition Title	and Number				
Acting /	Associate Administrator for H	Homeland Security				Senior R	esearch Scie	ntist		
8. Pay Plan   9. Occ. Code   ST   1301	10. Grade or Level 11. Step or Rate	12. Total Salary	13. Pay Basis PA	16. Pay Plan 1 ST	7. Occ. Code 1301	18. Grade or Level	19. Step or Rate	20. Total Sa	lary/Award	21. Pay Basis PA
12A. Basic Pay	B. Locality Adj. 12C. Ad	ij. Basic Pay 12	D. Other Pay	20A. Basic Pay	20	B. Locality Adj.	20C. Adj.	Basic Pay	20D, Oth	er Pay
14. Name and Location of						Position's Organi				
	nmental Protection Ager e Administrator for Hom					Research and D Research Cen		t, Immedia	ate Office,	National
Administrator, Associat	e Administrator for Flori	ciand Security		riomeiai	id Security	rtesearon cen	ter			
EMPLOYEE DAT	A		DE REIL FRAN	124 Tonura	NAME OF STREET	THE RESIDENCE	125 Ages	ev Hea 15	6 Votorani	s Preference
1 - None 3		10-Point/Other	/30%	24. Tenure	0 - None	2 - Conditional	25. Ager	Cy Ose	(b) (6)	S Fleielence
2				76) (6) isa	t Indianter			2	9. Pay Rat	
									U	eterminant
30. Retirement Plan		31. Sen (Leave)	vice Comp. Date	E				3	/ Bis	ne Hours Per weekly
POSITION DATA		SURE INSUSTRIES							OU I Pa	av Period
34. Position Occupied  1 - Competitive		5000	A Category	36. Appropris	ation Code	44000		3	7. Bargainir	ng Unit Status 8888
38. Duty Station Code		39. Duty	Station			+ØIF73	JGY			
			shington, DC			IDII L	-11-			
40. Agency Data	41.	42.	43.		44.					
45. Educational Level	46. Year Degree Attained	47. Academic Disci	pline 48. Function	nal Class	49. Citizens	ship SA 8-Other	b) (6)	The second secon	. Superviso	ry Status
PART C - Review	s and Approvals (		y requesting office		unction		itials/Signa	ture	_	Date
	initial 370 igi	duic	Date	00	0		7 7		_ ~	1.1.
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В.				E.	11)					
C.				F.						
	ne information entered on the mpliance with statutory and			Signature	2000	Da Lo	reADO A		Ap	groval Date

Standard Form 50 Rev. 7/9] U.S. Office of Personnel Management FPM Supp. 296–33, Subch. 4

### NOTIFICATION OF PERSONNEL ACTION

I. Name (Last, First JUTRO, PETER		•		(b) (6)	ocurity Numbe	3. Date of Bir (b) (6)	th	4. Effectiv		
FIRST ACTIO	ON			SECONI	ACTION	V				
5-A. Code 931	5-B. Nature of Action EXTENSION OF DETA	AH. NTF 10-20-14		6-A. Code		B. Nature of Action				
5-C. Code	5-D. Legal Authority	112 112 10-20-14		6-C. Code	6-	D. Legal Authority	<u></u>		<u> </u>	-
5-E. Code	5-F. Legal Authority			6-E. Code	6-	F. Legal Authority	-04			
7. FROM: Position 'ASSOC ADMIN	Title and Number FOR HOMELAND SECU	RITY			tion Title and I	Number HOMELAND S	SECURITY			
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2A. Basic Pay	12B. Locality Adj. 12C.	Adj. Basic Pay 12	2D. Other Pay	20A. Basic Pay		20B. Locality Adj.	20C. Adj. I	Basic Pay	20D. Other	Pay
OFFICE OF HO	E ADMINISTRATOR MELAND SECURITY					IINISTRATOR ND SECURITY	-			
EMPLOYEE  23. Veterans Prefere								• • • • •		
b) (6) 1 - None 2 - 5-Point	3 - 10-Point/Disability	5 - 10-Point/Other 6 - 10-Point/Compensable/30	0%	C - C - C - C - C - C - C - C - C - C -		Conditional Indefinite	ency Use	(b) (6)	ns Preferen	e for RIF
b) (6)				28. Annuitar (b) (6)	t Indicator	·		29. Fay Ka 0	te Determin	anc
b) (6)		31. Service Con 02/13/1983	np. Date (Leave)		nedule JLL-TIME		7	33, Part-T	ime Hours Biweekly Pay Period	
POSITION D	ATA									
34. Position Occupi	Service 3 – SES General	35. FLSA Cate	sempt	36. Appropriation Code 37. Bargaining Unit Status 8888						atus
38. Duty Station Co		39. Duty Station	3일(1) (2) (1) [H	nty – State or Overseas Location)						
40. Agency Data	41.	JISTRICT O	43.	COUNTY,	44.			3		
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Temployèe si	UBJECT TO POST-EN	PLOYMENT REST	RICTIONS	UNDER 18	U.S.C.	207 (C)				
46. Employing Depa	nrtment or Agency MENTAL PROTECTIO			¥		tion and Title of A		cial		
FD FAMILEON										

SF 5	2 (E~	Forms 4	4.4)		
Rev.	7/91				
U.S.	Office	of Pers	onnel	Mana	gemen
		206 2			

REQUEST FOR PERSONNEL ACTION

FPRS Prace
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PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.) 1. Actions Requested Extension of Detail - NTE '120 DAYS 2. Request Number 10-20-14 OHS-2014-016 3. For Additional Information Call (Name and Telephone Number) Local Tracking No: 4. Proposed Effective Date Martine Carrillo - (202) 564-0398 06-23-14 Action Requested By (Typed Name, Title, Signature, and Request Date) 6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) duevele Gwendolyn Keyes Framing Chief of Staff PART B - For Preparation of SF 50 YUse only codes in FPM Supplement 292-1. Show all dates in month-day-year order.) 1. Name 3. Date of Birth 4. Effective Date Jutro, Peter 06.23-1 FIRST ACTION SECOND ACTION 5-A. Code 5-B. Nature of Action 6-A. Code | 6-B. Nature of Action xtenism Code 5-D. Legal Authority 6-C. Code 6-D. Legal Authority 1.5.0:2 5-F. Legal Authority 5-E. Code 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number Acting Associate Administrator for Homeland Security Acting Associate Administrator for Homeland Security 9. Occ. Code 10. Grade or Level 11. Step or 12. Total Salary 13. Pay Basis 16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or 20. Total Salary/Award 21. Pay Basis Rate PA PA 00 12B. Locality Adj. 12C. Adj. Basic Pay 12D. Other Pay OB. Locality Adi 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization 11090000 U.S. Environmental Protection Agency, Office of the 11090000 U.S. Environmental Protection Agency, Office of the Administrator, Administrator, Associate Administrator for Homeland Security Associate Administrator for Homeland Security **EMPLOYEE DATA** 23. Veterans Preference 24. Tenure 25. Agency Use | 26. Veterans Preference 1 - None 3 - 10-Point/Disability 28. Annuitant Indicator 29. Pay Rate Determinant a 30. Retirement Plan 31. Service Comp. Date 32. Work Schedule 33. Part Time Hours Per (Leave) Biweekly Pay Period **POSITION DATA** 34. Position Occupied
1 - Competitive Service
2 - Excepted Service 35. FLSA Category 36. Appropriation Code 37. Bargaining Unit Status 3 - SES General 8888 14/15 B 11G ZZZM70 38. Duty Station Code 39. Duty Station Washington, DC 40. Agency Data 43. 44 45. Educational Level 46. Year Degree Attained 47. Academic Discipline 49. Citizenship 51. Supervisory Status 1 - USA 8 - Other PART C - Reviews and Approvals (Not to be used by requesting office.) 1. Office/Function Initials/Signature Office/Function Date Initials/Signature A. DC B. E.

Signature

2. Approval: I certify that the information entered on this form is accurate and that the

proposed action is in compliance with statutory and regulatory requirements.

#### Standard Form 50

NOTIFICATION OF PERSONNEL ACTION

Rev 7/91				
U.S. Offic	e of Perso	nnel Mana	gement	
Guide to	Processing	Personnel	Actions	Chanter 4

Guide to Frocessi		300030000000	napter 4														
Jutro,Pct	ast, First, Middl ter R	ie)							(b) (6)	urity Number	3. Da	te of Birth			-23-20		
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5-A. Code	5-B. Nature	of Action	1		I TOP		06	22.2014	6-A. Code	6-B. Nature							
930	Detail	NIE					06	22-2014									
5-C. Code	5-D. Legal / 5 U.S.								6-C. Code	6-D. Legal	Authority						
VLM	Details		10														
5-E. Code	5-F. Legal A	Authority							6-E. Code	6-F. Legal	Authority						
									11								
7. FROM: Pos	ition Title and N	Number							15. TO: Posi	tion Title and N	ımber						
	esearch Sci		lome						0.000	ate Administ		)					
8.Pay Plan 9.Oc	: 0004701:		/l 11.Step or l	Pata 12 To	otal Sala	any.		13.Pay Basis	2006000000	n: 0004739	240	I 10 Stan or	Pata 120 '	Total Salary/Awa	ed.	12	1 Day Dagis
100 CO.		00	00	Nate 12.10				PA	ST ST	0340	00	19.Step of	Kate  20.	I otal Satary/Awa	ru		1.Pay Basis
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	Homeland				Org	; Cu. 660	10000			of Homeland				Org Cu.	110	70000	
Center, I	Immediate C	Office															
Cincinna	ati OH USA								Washin	gton DC US	SA						
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23. Veterans P			0.0.10111	na:	£ 10	P-1-/Orl			24. Tenure	0 M	2.01511	25. Age	ncy Use	26. Veterans	Prefere	nce for RIF	
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30. Retirement	t Plan				Т	31. Service Co	omp. Dat	e (Leave)	32. Work Sc	hedule				0 33. Part-Tin		ılar Rate Per Biweel	
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34. Position O		100 00			I	35. FLSA Cat	2000		36. Appropri	ation Code				37. Bargaini	ng Unit	Status	
1	1-Competitive 2-Excepted Ser	Service rvice	3-SES Gene 4-SES Care			Е	E-Ex	empt onexempt						8888			
38. Duty Statio	on Code					39. Duty Stati	ion	(City-County-	State or Oversea	s Location)							
39-1610						Cincinn	ati Ha	milton OH	USA	7578							
40. Agency Da	ata	41.	-03-1993		42.			43. ZLM		PAR Nu		OHS140	114				
45. Remarks		10	-03-1993					ZLIVI		PAR Nu	iniber.	OH5140	714				
- ST Fm	ployee Deta	iled in	to an ES no	eition N	TF 06/	/22/2014											
- 51 Lin	projec Dea	incu m	to an E5 pc	Sidon 14	IL OU	22/2014.											
E E															*		
	96																
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46. Employing	g Department or	Agency			-				50. Signature	e/Authentication	and Title of A	pproving Of	ficial				
	•		<b>.</b>				27		350 1			ust 1 <del>5</del> 86					
47. Agency Co	mental Prote		48. Personnel (	Office ID		49. Appro	val Date		1								
EP00			3216			100000000000000000000000000000000000000	-2014	86	Hum	an Resource	s Specialist						
							-								_	-	



SF 52 (E^{*}Forms 4.4) Rev. 7/91 U.S. Office of Personnel Management

## REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete P.	art B Items 1 7-22 32			OIV				
1. Actions Requested Detail - NTE 120 Day	rg	06-22				2. Request OHS-	Number 2014-015	
3. For Additional Information Call (Name and Telephone No. Martine Carrillo - (202) 564-0398	umber)	l	Local Trackin	g No:			Effective Date /23/2014	
5. Action Requested By (Typed Name, Title, Signature, and F John E. Reeder Deputy Chief of Staff PART B - For Preparation of SF 50 (Use only		6. Action Au Gwendolyn nent 292-1. S	n Keyes Flo	ming Chi	day-year orde	r.)		
1. Name Jutro, Peter		2. Social	curity Numbe	3. Date	of Birth	4. Effective	Date 23-14	
FIRST ACTION		SECOND	AND DESCRIPTION OF THE PARTY OF	MR DRAG				
5-A. Code 5-B. Nature of Action NIE 6/-22	-14	6-A. Code	6-B. Nature	of Action ,	,			
5-C. Code 5-D. Legal Authority 5 USC 3341. Dolar	15	6-C. Code	6-D. Legal A	uthority	History	11 05-0	28-14	
5-E. Code 5-F. Legal Authority		6-E. Code	6-E. Legal A	uthority	000	30345	5	
7. FROM: Position Title and Number  Senior Research Scientist	r De	15. TO: Pos	Acting As		nistrator for Hom	000 4 seland Security	1396	
8. Pay Plan 9. Occ. Code 10. Grade or Level 11. Step or Rate 12. Total ST 1301 00 12B. Locality Adj. 12C. Adj. Basic Pay	PA	16. Pay Plan 17. 20A. Basic Pay		Grade or Level  OO  ocality Adj.	19. Step or 20 Rate 20C. Adj. Bas	ic Pay 201	vard 21. Pay Basis PA	
14. Name and Location of Position's Organization US EPA, Office of Research and Development, Immediat Homeland Security Research Center				nmental Pro	tection Agenc	y, Office of th	ne Administrator,	
20 S Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Othe 2 - 5-Point 4 - 10-Point/Companyable 6 - 10-Point/Comp		1	. Parmonant 3	- Conditional	25. Agency	Use   26 Ve	terans Preference	
27. FEGLI (b) (6)		28. Annuitant Indicator  (b)  29. Pay Rate  Determinant						
	31. Service Comp. Date (Leave) 2/13/83	32. Work Schedule 33. Part Til						
POSITION DATA  34. Position Occupied  1 - Competitive Service 2 - Experient Service 3 - SES General 4 - SES Carear Pasanieri	35. FLSA Category	36. Appropriation Code						
38. Duty Station Code	39. Duty Station Washington, DC							
40. Agency Data 41. 42.	43.		44.					
45. Educational Level 46. Year Degree Attained 47. Academ			49. Citizenship	5 8 - Other	0. Veterans Stat	us 51. Supe	ervisory Status	
PART C - Reviews and Approvals (Not to be 1. Office/Function   Initials/Signature	Date	<i>ce.)</i> Office/Fu	unction	In	itials/Signatur	e	Date	
A.		DStall	ein	G	Lucist	tes	2/20/14	
B. PSB (mgst	2 19/14	E. 1	4					
с.		F.						
Approval: I certify that the information entered on this form is ac proposed action is in compliance with statutory and regulatory representations.		Signature C	Decile	afec	ally		Approval Date	
CONTINUED ON NEXT PAGE		THE REAL		5 P. C.	Editions Pr		ot Usable After 6/30/93 VSN 7540-01-333-6239	

# United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION Washington, D.C. 2. POSITION NUMBER EPESO 6003

3. CLASSIFICATION AC	TION: a. Reference of Series and Date of Standards	s Used to Classify this	Position			
	b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation	ASSOCIATE ADMENSISERATOR FOR HO	oneway Securery	ES	0340	00	
4. SUPERVISOR'S RECOMMENDATION	Associate Administrator for Homeland Security		ES	340	00	
5. ORGANIZATIONAL T	ITLE OF POSITION (if any)	6. NAME OF EMPLO	YEE	30		
7. ORGANIZATION (give	e complete organizational breakdown)					
a. U. S. ENV	IRONMENTAL PROTECTION AGENCY	e.				
b. Office of t	he Administrator	f.				
c. Associate	Administrator for Homeland Security	g.				-
d.		h. EPAYS Organiza	tion Code: 11	090000		7000
coverage as  [A] An individua reward, tran exercise of t  [M] A manager v and adjusts also include [B] A manageme an organization the organization experts or h [T] "Team Lea [N] None of the  9. SUPERVISORY CER organizational relations made with the knowled	nent of work through combined technical and adnotescribed in the General Schedule Supervisory (as defined in Section 7103(a)(10) of Title V of the sfer, lay off, suspend, discipline, or remove one of this responsibility is not routine or clerical in nature who directs the work of an organization; is account program activities; and performs the full range of deputies who fully share responsibility for managent official (as defined in Section 7103(a)(11) of Ticon's policies. This means creating, establishing, or bringing about a course of action for the orgation's policies not just interpret laws and regulation ghly trained professionals who implement or interpret for combined the combined action. This is a non-supervisory/non-material forms and that the position is necessary to carry out the ships and that the position is necessary to carry out the small small constitute violations of such statutes of the same constitutes of the same constitutes of the same cons	Guide. ne U.S. Code) who is r more employees, or e, but requires the contable for the success duties outlined in the ing the organization of the U.S. Cod or prescribing general enization. Managements give resource inforpret the organization overage under Part II inagerial position.  The major duties governmental function urposes relating to app	authorized to effectively rensistent exercof line or star General Schor who serve e) who formul principles, put officials murmation or respolicies and responsis for which I application to the Work I and responsis for which I application to the I application to	hire, direct, ecommend s cise of indep ff programs; edule Super as an alter e lates, deterrolans, or cou ust actively p commendati d plans. Leader Grad	assign, pro uch action. endent judg monitors, e visory Guide go to the m nines or infl rses of actio earticipate in ons or serve e Evaluation e. The certif	emote, The gment. valuates, e. May anager. uences on for an a shaping e as a Guide.
a. Typed Name and Titl	e of Immediate Supervisor	d. Typed Name and	Title of Secon	d-Level Supe	rvisor	
Lisa P. Jackson, Adminis	strator	Lisa P. Jackson, Adm	ninistrator			
b. Signature	u2/2 c. Date/-/3/0	e. Signature	2/4	\ '	f. Date /-/	13-10
aX This position has no promotion potentia	if position develops as planned and employee I. satisfactorily, this position has known promotion	progresses potential to grade:	HEI		c. Fun Code	ctional
'nit Code	eck, if applicable: edical Monitoring Required etramural Resources Management Duties (% of his position is subject to random drug testing () EMENT OF DIFFERENCE: Note: 20	f. Signature	Affices Dia Dia	Charabe	g. Date 01/1	3/10

United States Envir POSITION DESC	onmental Protection Agency RIPTION COVERSHEET	1. DUTY LOCA Washington, I			ION NUMI	
3. CLASSIFICATION ACTI	ON: a. Reference of Series and Date of	f Standards Used to C	lassify This Posit	ion		
	b. Title	/2	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Associate Adminis	trotos for	ES	340	OD	
4. SUPERVISOR'S RECOMMENDATION	Associate Administrator for Ho		ES	340	00	
5. ORGANIZATIONAL TITLE	OF POSITION (if any)	6. NAME OF EI Thomas P.				
7. ORGANIZATIONAL (give co	mplete organizational breakdown)	The same same same same same same same sam				2 - 190000 - 10
a. U.S. ENVIRONMENT	AL PROTECTION AGENCY	е.				
b. Office of the Admi	nistrator	f.			- An old	
c. Office of Homela	nd Security	g.				
d.		h. EPAY:	S Organization C	ode		
described at Level 3-2c in  [A] An individual (as defi suspend, discipline, or rer in nature, but requires th [M] A manager who direc program activities; and p responsibility for managi [B] A management officia This means creating, esta the organization. Manag- resource information or r	proving leave; recommending performance the General Schedule Supervisory Guide. The death of the Civil Service Reformance one or more employees, or effectively econsistent exercise of independent judgments the work of an organization; is account a reforms the full range of duties outlined in the organization or who serve as an alter a defined by Title VII of the Civil Service oblishing, or prescribing general principles, the ment officials must actively participate in secommendations or serve as experts or high ies. This is a non-supervisory/non-managerical service of the control of the civil services.	n Act) who is authorized recommend such action. int. ble for the success of linthe General Schedule Surgo to the manager. e Reform Act) who form plans, or courses of actionshaping the organizationally trained professionals	to hire, direct, assi The exercise of the e or staff programs pervisory Guide. In ulates, determines on for an organizati	gn, promote, ris responsibilit; monitors, eva May also include or influences a ion; or bring a interpret laws	eward, trans y is not routi duates, and a de deputies w in organizati bout a cours and regulati	fer, lay off, ine or clerical adjusts who fully share on's policies. e of action for ons, give
9. SUPERVISORY CERTIFICA organizational relationships and that knowledge that this information is to	TION I certify that this is an accurate st t the position is necessary to carry out gove be used for statutory purposes relating to tutes or their implementing regulations.	atement of the major du	which I am respons	ible. The certi	fication is m	ade with the
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11. REMARKS:						*1

## Associate Administrator for Homeland Security

### INTRODUCTION

The incumbent serves as the Associate Administrator for Homeland Security and, as such, is responsible for all of EPA's planning, prevention, preparedness and response to incidents of national significance. For the purpose of ensuring that the Agency's activities related to such incidents are fully coordinated, the incumbent shall direct such activities through, and with the full support, of the Assistant Administrator and Regional Administrator Offices. The incumbent shall be responsible for providing Agency-wide policy, guidance and direction, recommendations for resources on matters of homeland security, including recommendations on the management and distribution of such EPA resources. The incumbent shall be the principal Agency contact with the Department of Homeland Security and the White House Homeland Security Council. The incumbent shall report directly to the Administrator and Deputy Administrator.

### MAJOR DUTIES AND RESPONSIBILITIES

- 1. Provides recommendations and solutions to the Administrator and Deputy Administrator on the full-range of Agency activities with homeland security issues. Identifies problem areas, develops and recommends solutions, and upon approval, implements the solutions and specific policies in relation to highly urgent and sensitive and operational and/or program matters. Provides guidance to the various Assistant Administrator and Regional Administrator Offices regarding the implementation of specific policies and recommendations, including guidance on making action assignments to the appropriate organizational elements on matters of homeland security. Develops and oversees homeland security performance measures with the Assistant Administrators.
- 2. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides solutions and options to the Administrator and Deputy Administrator on strategies to accommodate such developments. Exercises a high degree of initiative in determining and resolving suitable alternative solutions with officials of the White House, other Federal departments, agencies, and state and local governments charged with similar responsibilities.
- 3. Provides analysis, recommendations and solutions to the Administrator and Deputy Administrator as to significant observations concerning Agency policy as well as Agency program responsibilities, organization, resources, and operations. Keeps informed of program developments affecting EPA's role vis-a-vis homeland security issues and developments.

- 4. Represents the Administrator and Deputy Administrator in overseeing Agency homeland security policies and issues with EPA Assistant Administrators and Regional Administrators. Advises the Administrator and Deputy Administrator on the involvement of program offices and the regions, or the consideration of regional and program offices' views and needs, in all aspects of the Agency's work in the area of homeland security. Assists in ensuring appropriate regional and program participation in Agency decision-making processes, assessing the impact of Headquarters actions on Regional and program operations, and in resolving problems and recommending appropriate courses of action.
- 5. Directs EPA's Office of Homeland Security which is a part of the Office of the Associate Administrator for Homeland Security, serves as point-of-contact for the Department of Homeland Security and the White House Homeland Security Council, and represents the Administrator and Deputy Administrator, as appropriate, on homeland security matters and the full range of activities associated with environmental terrorist threats of attacks and counter-terrorism measures, including sensitive and classified matters. In the event of an incident of national significance, serves as the Agency Director of Emergency Operations in coordination with the relevant program offices.
- 6. Performs a variety of assignments associated with the development and/or coordination of sensitive policy issues with others. Reviews and coordinates sensitive reports, documents and other materials of special importance and concern to the Administrator and/or Deputy Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's position. Identifies critical policy issues or problems which require the immediate and personal attention of the Administrator and Deputy Administrator and recommends appropriate courses of action regarding the necessary interface with appropriate officials.
- 7. Performs other duties as assigned.

### SUPERVISORY CONTROLS

Receives broad general direction and policy guidance from the Administrator and/or Deputy Administrator. Within this framework, the incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.